

APPENDIX A

**UNITED STATES COAST GUARD AUXILIARY  
WORK SHEET FOR VIP FLIGHTS**

<b>Date of mission:</b>	<b>Date prepared:</b>
<b>N number of aircraft assigned:</b>	<b>Pilot:</b>
<b>VIP passenger name and rank:</b>	<b>Total number of passengers and crew:</b>
<b>Departure airport/FBO:</b>	<b>Destination airport/FBO:</b>
<b>Coast Guard frequency and call sign or phone number at destination:</b>	<b>Auxiliary Contact at destination and phone number:</b>
<b>Estimated time of departure:</b>	<b>Estimated time of arrival:</b>
<b>Estimated time enroute:</b>	<b>Distance to destination:</b>
<b>Planned route of flight:</b>	<b>Person to contact to coordinate mission:</b>
<b>Pilots member number:</b>	<b>Pilots signature:</b>

## APPENDIX B

# USCG AUXILIARY FLIGHT LOG

[illegible]

## COAST GUARD AUXILIARY OBSERVER CHECK LIST

Certification: Each task beginning with Communication Skills will be signed as completed by an Aviation Board designated examiner. The trainee must demonstrate competency during ground and flight training sessions for each task to be signed off.

### 1. Requirements:

**Signature      Date**

Open Book Air Observer Test

\_\_\_\_\_

Auxiliary Aviation Workshop Attendance

\_\_\_\_\_

### 2. Wet Drill/Swim Test:

**Signature      Date**

50-yard continuous swim (in flight gear w/PFD)

\_\_\_\_\_

Liferaft Boarding

\_\_\_\_\_

Survival Equipment Lecture

\_\_\_\_\_

Survival Principles (can be combined with egress)

\_\_\_\_\_

### 3. Egress Skills (Per COMDTINST 16798.3D):

**Signature      Date**

Annual Egress Training.

\_\_\_\_\_

### 4. Communication Systems:

**Signature      Date**

Aircraft Intercom (Functions & Use).

\_\_\_\_\_

Marine Band Radios.

\_\_\_\_\_

Attach hand held to antenna.

\_\_\_\_\_

Tune in frequencies on aircraft radio.

\_\_\_\_\_

## APPENDIX C

### 5. Communication Skills (Coast Guard):

**Signature      Date**

Auxiliary Communications Course or;

\_\_\_\_\_

Demonstrate Communications ability with other  
CG Stations/Auxiliary Vessels including:

\_\_\_\_\_

Demonstrate proper operations normal reports.

\_\_\_\_\_

Flight status  
Position  
Heading  
Change of guard  
Relay of radio traffic  
Time to do report

Procedures to be used if an in flight SAR is requested.

\_\_\_\_\_

Short and long count.

\_\_\_\_\_

Calls to group at start and end of flight

\_\_\_\_\_

### 6. Navigational Skills:

**Signature      Date**

Ability to understand and use a sectional

\_\_\_\_\_

Locate landmarks/airports  
Determine Latitude and Longitude  
Understanding of special use airspace  
Use of the legend  
Fold sectional for use in cockpit environment

Plot search patterns on aeronautical chart

\_\_\_\_\_

Understand and use a marine chart.

\_\_\_\_\_

Convert positions from a marine chart to an aeronautical chart.

\_\_\_\_\_

Ability to read aircraft position from GPS or LORAN.

\_\_\_\_\_

## APPENDIX C

### 7. Weather Information Gathering:

Signature      Date

Ability to obtain marine weather.

\_\_\_\_\_

### 8. Aircraft Systems and Procedures:

Signature      Date

Use of Aircraft Checklist.

\_\_\_\_\_

Aircraft Pre-Flight Inspection.

\_\_\_\_\_

Emergency Procedures.

\_\_\_\_\_

### 9. Mission/Flight Planning:

Signature      Date

Mission Briefs.

\_\_\_\_\_

Weather Briefs.

\_\_\_\_\_

### 10. Proper use of Communications Logs:

Signature      Date

Knows how to maintain a log and information required.

\_\_\_\_\_

Names of personnel on board.

Patrol area.

Take off time.

Incidents.

Communications reporting time.

End of flight reporting.

APPENDIX D

## U.S. COAST GUARD AUXILIARY AIR CREW TRAINING CHECK LIST

**Certification:** Each task beginning with Communication Skills will be signed as completed by a currently qualified Auxiliary First Pilot or Aircraft Commander. The trainee must demonstrate competency during ground and flight training sessions for each task to be signed off.

**1. Medical Requirement:**

**DIRAUX Signature    Date**

(a) FAA Third Class Medical, (Submit copy to DIRAUX), or

\_\_\_\_\_

(b) Medical Screening Form. (Submit copy to DIRAUX ).

\_\_\_\_\_

**2. Wet Drill/Swim Test (Per COMDTINST 16798.3D): DIRAUX Signature    Date**

(a) 50-yard continuous swim (in flight gear w/PFD):

\_\_\_\_\_

(b) Liferaft Boarding:

\_\_\_\_\_

(c) Survival Equipment Lecture:

\_\_\_\_\_

(d) Survival Principles:

\_\_\_\_\_

**3. Egress Skills (Per COMDTINST 16798.3D)**

**DIRAUX Signature    Date**

(a) Annual Egress Training:

\_\_\_\_\_

**4. Additional Requirements**

**DIRAUX Signature    Date**

(a) Open Book Air Observer Test (Take & Pass):

\_\_\_\_\_

(b) Open Book Pilot Test (Take & Pass):

\_\_\_\_\_

(c) Auxiliary Aviation Workshop Attendance:

\_\_\_\_\_

## APPENDIX D

### **5. Communication Skills (Coast Guard)**

**Instructor Signature Date**

- (a) Auxiliary Communications Course or: \_\_\_\_\_
- (b) Demonstrate Communications ability with other  
CG Stations/Auxiliary Vessels: \_\_\_\_\_

### **6. Aircraft Communication Systems**

**Instructor Signature Date**

- (a) Audio Panel (Functions & Use): \_\_\_\_\_
- (b) Aircraft Intercom (Functions & Use): \_\_\_\_\_
- (c) NAV/COMMs (Functions & Use): \_\_\_\_\_
- (d) Transponder (Functions and Use): \_\_\_\_\_

### **7. Communications Skills (ATC)**

**Instructor Signature Date**

- (a) Clearance Delivery: \_\_\_\_\_
- (b) Ground Control: \_\_\_\_\_
- (c) Tower: \_\_\_\_\_
- (d) Departure & Approach: \_\_\_\_\_
- (e) Air Route Traffic Control Center (ARTCC) \_\_\_\_\_
- (f) Automated Flight Service Station (AFSS) \_\_\_\_\_
- (g) UNICOM \_\_\_\_\_

## APPENDIX D

### 8. Navigational Skills

**Instructor Signature Date**

- (a) Locate landmarks/airports depicted on aeronautical charts:
- (b) E6B and Plotter Usage:
- (c) Pilotage and Deduced (DED) Reckoning:
- (d) Be able to plot an airborne course:

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### **Navigational Skills Cont.**

**Instructor Signature Date**

- (e) Chart Symbolology:
- (f) Plot search patterns on aeronautical charts:
- (g) VOR (Concept & Use):
- (h) NDB (Concept & Use):
- (i) GPS (Concept & Use):
- (j) LORAN (Concept & Use):
- (k) DME (Concept & Use):
- (l) Instrument Landing System (Concept & Use):

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### 9. Airspace

**Instructor Signature Date**

- (a) Class A, B, C, D, E & G, (Concept & Use):
- (b) Military Operating Areas (Concept & Use):
- (c) Restricted Areas (Concept & Use):
- (d) Prohibited Airspace (Concept & Use):
- (e) Air Defense Identification Zone (ADIZ):

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## APPENDIX D

### 10. Charts and Approach Plates

**Instructor Signature Date**

(a) Sectional charts (Function & Use):

\_\_\_\_\_

(b) Low Altitude Enroute Charts (Function & Use):

\_\_\_\_\_

(c) Approach Plates (VOR, NDB, ILS, etc.):

\_\_\_\_\_

(d) Planview, Profile, & Legend:

\_\_\_\_\_

(e) Approach Plate Symbolology:

\_\_\_\_\_

### 11. Weather Information Gathering

(a) METAR (Function & Use):

\_\_\_\_\_

(b) TAF (Function & Use):

\_\_\_\_\_

(c) Winds Aloft (FD) (Function & Use):

\_\_\_\_\_

(d) NOTAMS (Function & Use):

\_\_\_\_\_

(e) ATIS (Function & Use):

\_\_\_\_\_

(f) AWOS/ASOS (Function & Use):

\_\_\_\_\_

(g) AFSS Services (Function & Use):

\_\_\_\_\_

(h) DUATS (Function & Use):

\_\_\_\_\_

## APPENDIX D

### 12. Aircraft Systems and Procedures

**Instructor Signature Date**

(a) Use of Aircraft Checklist:

\_\_\_\_\_

(b) Aircraft Pre-Flight Inspection:

\_\_\_\_\_

(c) Cockpit Assignments:

\_\_\_\_\_

(d) Cockpit Attitude Instruments:

(Artificial Horizon, Heading Indicator, Wet Compass,  
Turn Coordinator, Altimeter/Vertical Speed Indicator,  
Airspeed Indicator, Emergency Procedures).

\_\_\_\_\_

### 13. Mission/Flight Planning

**Instructor Signature Date**

(a) Mission Briefs:

\_\_\_\_\_

(b) Weather Briefs:

\_\_\_\_\_

(c) Flight Planning:

\_\_\_\_\_

### 14. Air Crew Flight Training

**Instructor Signature Date**

(a) Air Crew Flight Mission 1 (1 hour):

\_\_\_\_\_

#### **Air Crew Flight Training Cont.**

**Instructor Signature Date**

(b) Air Crew Flight Mission 2 (1 hour):

\_\_\_\_\_

(c) Air Crew Flight Mission 3 (1 hour):

\_\_\_\_\_

(d) Air Crew Supplemental Flight Mission (1 hour):

\_\_\_\_\_

(e) Air Crew Supplemental Flight Mission (1 hour):

\_\_\_\_\_

(f) Additional Supplemental Flight Missions (As Needed):

\_\_\_\_\_

(g) Air Crew Flight Mission 4 (2 hour) (Cross Country):

\_\_\_\_\_

## APPENDIX D

### 15. Accomplish the Following on Missions 1 through 4: Instructor Signature Date

- (a) Prepare a cross-country flight navigation log. \_\_\_\_\_
- (b) Obtain a pre-flight weather brief. \_\_\_\_\_
- (c) Prepare a frequency plan. \_\_\_\_\_
- (d) Plot mission courses on aeronautical/marine Charts. \_\_\_\_\_
- (e) ID surface features/navigation check points. \_\_\_\_\_
- (f) Prepare aircraft Weight and Balance. \_\_\_\_\_
- (g) Fuel calculations (pre-flight planning & in-flight) \_\_\_\_\_
- (h) Communications with Coast Guard Activities/Units. \_\_\_\_\_
- (i) Preparing/filing a FAA Flight Plan. \_\_\_\_\_
- (j) Opening and Closing FAA Flight Plans (VFR/IFR). \_\_\_\_\_
- (k) Demonstrate use of aircraft's communication system. \_\_\_\_\_
- (l) Demonstrate ability to communicate with ATC facilities listed under "Communication Skills" syllabus section. \_\_\_\_\_
- (m) Demonstrate navigation skills using pilotage, dead reckoning, and radio nav aids. \_\_\_\_\_

## APPENDIX D

<b>Accomplish the Following on Missions Cont.</b>	<b>Instructor Signature</b>	<b>Date</b>
(n) Demonstrate understanding of all major Airspace types	_____	_____
(o) Demonstrate in-flight use of charts (Sectional & Low Altitude Enroute).	_____	_____
(p) Demonstrate In-flight use of approach plates	_____	_____
(q) Demonstrate understanding of cockpit attitude Instrumentation.	_____	_____
(r) Demonstrate in-flight gathering of weather information	_____	_____
(s) Demonstrate proficiency in understanding aircraft systems procedures applicable to the aircraft being trained in.	_____	_____